



Santa Maria Times

February 28, 2018

Razi Syed
604 W. 162nd St., Apt 1B
New York, NY 10032

Dear Razi:

Welcome to Santa Maria Times! This letter is to confirm the terms of your employment as a full-time Reporter with Santa Maria Times, per your interview discussions. The hourly rate for this non-exempt position is \$16.50. You will receive your paycheck on a bi-weekly basis, every other Friday. You are scheduled to begin full-time employment on March 19, 2018.

After 30 days of continued employment, new full-time employees earn paid time off (PTO) at a rate of 3.69 hours per pay period. This rate is consistent with 12 days or 96 PTO hours each fiscal year. In addition 40 sick hours are awarded upon hire and each fiscal year thereafter. Paid leave days or hours may not be cashed in for monetary compensation. Paid leave days or hours may not be cashed in for monetary compensation.

Lee Enterprises is proud to offer a variety of benefit programs. We recognize that employees have varying needs in terms of benefits, so we have developed a program full of options to allow you to choose what is right for you. We offer a variety of options for medical, dental, vision, and life insurance. We also offer a retirement account plan with many investment options. In addition, Lee offers short and long-term disability as well as flexible spending and health savings accounts to eligible employees. Our current worker's compensation insurance carrier is Sentry Insurance, P.O. Box 8032, Stevens Point, WI, 54481, 800-739-3344. I have included a benefit summary with this letter.

Your new hire paperwork will include state and federal tax forms, a Work Opportunity Tax Credit (WOTC) form, and an I-9 form with instructions. Please bring the necessary qualifying documents for the I-9 form with you on your first day. You will complete a new hire orientation during your first week of employment to help acquaint you with Lee and our benefits. At that time, you will be provided with your employee user name and password for access to our Lee Information, News, and Knowledge (LINK) employee website. This is where you will complete your personal information, set up your direct deposit, and enroll in benefits. **You will need to enroll in benefits within 31 days of your hire date.** Your benefits will become effective the first of the month following 30 days of service. Qualifying documentation, such as a spousal affidavit and marriage or birth certificate, will be requested if you enroll a spouse or child under a medical, dental, or vision plan. The benefits you choose now will be effective until the end of the calendar year. You are only eligible to make a change in coverage during the year due to a qualifying event (such as marriage, birth of a child, or loss of other coverage). If you have a qualifying event, you must request a change in benefit coverage within 31 days from and including the date of the event.

This is not an employment contract. Lee Enterprises is an at-will employer, and neither you nor the company is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time. As discussed, this offer and commencement of employment is contingent upon a negative pre-employment drug screening and background check.

Razi, welcome to Santa Maria Times. We look forward to working with you!

Sincerely,

MEGAN PANKEY
Human Resources
Santa Maria Times
Office: (707) 256-2270

**Lee Enterprises does business in the state of California as Napa Valley Register, Santa Maria Times, The Lompoc Record, and The Sentinel. The main office is located at:*

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